

Methodist Church Site  
512 W. Broadway St.  
Lewistown, MT 59457  
Phone: 406-538-8936



Infant Center  
613 5<sup>th</sup> Avenue S  
Lewistown, MT 59457  
Phone: 406-535-7665

### Child Care Contract ~ 9/2020-5/2021

Name of Child Enrolled: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_

Child lives with: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Guardian 1: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employment: \_\_\_\_\_ Work phone: \_\_\_\_\_

Employers address: \_\_\_\_\_ SSN: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Guardian 2: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employment: \_\_\_\_\_ Work phone: \_\_\_\_\_

Employers address: \_\_\_\_\_ SSN: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**DATE CARE BEGINS:** \_\_\_\_\_ **AGREED UPON DAYS:** \_\_\_\_\_

**HOURS OF OPERATION:** 7:00 am – 6:00 pm. We are a full year program and are open all year around with the exception of weekends, 7 holidays and additional days for staff development purposes. Notice of closure dates will be provided. Alternate care is the responsibility of the parent.

**DISCONTINUATION OF CARE:** If at any time the Director of Operations of Small Wonder decides that it is in the best interest of a child, or of the other children at Small Wonder, she/he shall have the right to dismiss that child from enrollment, without prejudice. If a guardian chooses to discontinue care, a 2 week advance written notice is required; charges will be applied for an additional 2 weeks if proper written notice is not provided.

**MEDICAL RELEASE:** In case of emergency, I give permission for medical treatment to be given to my child while in the care of Small Wonder Child Care. Parent/Guardian Signature \_\_\_\_\_

**RATE AND FEE PAYMENT POLICY:** Small Wonder operates on a monthly tuition basis. Fees are based on the hours and days enrolled/registered for **not on the days the child attends**. The minimum enrollment days are **two days per week**. We do not guarantee make up days. Child care accounts are required to be kept in a credit balance at all times. Additional time needed beyond the registered days will be billed as "Additional Day" and added to your account at the daily rate to your next month's statement. **\*In the event that any suit or action is instituted to enforce any provision of this Agreement or to collect amounts owed, Small Wonder Inc. shall be entitled to recover all fees, costs and expenses of enforcing any right with respect to this Agreement, including such reasonable fees and expenses of attorneys and accountants, which shall include all court fees, costs and expenses of appeals.** Parent/Guardian Initials: \_\_\_\_\_

**CONTRACTING PARTY:** In the case of single guardian families, payment will be required from the person signing the registration contract. Small Wonder Child Care, Inc. will not bill or collect partial payments from two separate parents *without signed separate contracts*. Specific responsibility of payment is that of the contracting party. Small Wonder assumes no responsibility of collection from a third party such as insurance companies, flex plans, etc. Flex plans are the responsibility of the parent and payment is due according to policy.

#### I. THE GUARDIAN, AGREE

- o To give two weeks written advance notice if there are changes to my child care contract.
- o To notify the program by 8:00 am if my child will not be coming for the day.
- o To pick up my child if sent home with illness within 30 minutes of notification.
- o To read and adhere to the policies and information found in the Parent Policy Handbook, which is incorporated by reference. See website at [www.smallwonderchildcare.org](http://www.smallwonderchildcare.org) for an online copy.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PAYMENT SCHEDULE**

**Enrollment:** Minimum enrollment is *2 full days per week*. Fees are paid monthly to maintain enrollment even in the setting of vacation, illness or other absences. Rates are revised every September. Small Wonder reserves the right to re-evaluate our rates at any time. In the event of rates changes, we will provide at least one month's notification. Parent/Guardian Initials : \_\_\_\_\_

**Circle monthly fee and additional options below and sign**

**Registration Fee Due on Enrollment** (annually every September after): **\$35 per family**

### **Monthly Fees:**

Infants (Children 6 weeks to 12 months)

| 2 days   | 3 days   | 4 days   | 5 days   | Daily   | Half Day<br>5 hours or less |
|----------|----------|----------|----------|---------|-----------------------------|
| \$385.00 | \$550.00 | \$726.00 | \$858.00 | \$42.90 | \$33.00                     |

Mobiles (Children 12-18 months) and Toddlers (Children 19-36 months)

| 2 days   | 3 days   | 4 days   | 5 days   | Daily   | Half Day<br>5 hours or less |
|----------|----------|----------|----------|---------|-----------------------------|
| \$352.00 | \$511.50 | \$660.00 | \$781.00 | \$39.50 | \$29.70                     |

Children ages 36-72 months

| 2 days   | 3 days   | 4 days   | 5 days   | Daily   | Half Day<br>5 hours or less |
|----------|----------|----------|----------|---------|-----------------------------|
| \$302.50 | \$440.00 | \$572.00 | \$687.50 | \$34.10 | \$27.50                     |

### **School Age Daily Rates:**

\*Only AM - \$4.40

\*Only PM - \$13.20

\*Both AM & PM - \$16.50/per day

**Preschool:** (Children enrolled in preschool will be charged the half day rate for childcare on preschool days)

€ 2 days a week

\$150 per month

€ 3 days a week

\$180 per month

**Family discount with 2 or more children**

\$2 per day (excludes preschool and school age)

**Hourly Child care** (2 hours or less)

\$7 per hour

**Extra-Curricular Transportation** (swim lessons)

\$15 per month

**School Transportation**

\$23 per month

**Diaper/Wipe Service** (elective)

\$20 per month for 2 days/week

\*\*0-36 months, does not include pull ups\*\*

\$25 per month for 3 days/week

\$30 per month for 4 days/week

\$35 per month for 5 days/week

Families who opt out of this service will be charged \$5/day for each day child does not have diapers and/or wipes. After 3 days of reminders, Small Wonder reserves the right to automatically sign families up for this service.

**Attendance Manual Entry Fee** (>4 per month)

\$10 per month

**Late Fees**

\$10 for pickup after 6 PM and \$5 for every 10 minutes thereafter

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PAYMENT POLICY AND PAYMENT OPTIONS FORM**

€ **Option 1:** Direct debit is the preferred payment option. Tuition is billed on either the 5<sup>th</sup> or 20<sup>th</sup> of each month, with the option of tuition being billed in part on the 5<sup>th</sup> and on the 20<sup>th</sup>.

**Select Payment Schedule:**

€ 5<sup>th</sup> of every month

€ 20<sup>th</sup> of every month

€ Payment split equally between the 5<sup>th</sup> and 20<sup>th</sup>

**Late Fees:** If there are insufficient funds at the elected debited day(s), a late fee of \$35.00 will be assessed. An additional \$35.00 late fee will be assessed on the 26<sup>th</sup>. Childcare will be cut on the last day of the month and your child's enrollment spot will be offered to another child. A \$35.00 late fee will be applied monthly until your balance is paid in full. Past due accounts, including late fees, will be turned over to a collection agency after 90 days.

**I authorize Small Wonder Child Care Inc. to electronically debit my account as follows:**

€ Checking Account

€ Savings Account

Depository Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**\*Please provide a copy of a voided check or authorization letter from your bank**

€ **Option 2:** Cash or check payment. Tuition is billed on the first of each month, and payment is due in full by the 5<sup>th</sup> of the month.

**Late Fees:** A fee of \$35.00 will be assessed on the 6<sup>th</sup> day of the month and an additional \$35.00 will be assessed on the 15<sup>th</sup> day of the month. Childcare will be cut on the 16<sup>th</sup> and your child's enrollment spot will be offered to another child. A \$35 late fee will be applied monthly until your balance is paid in full. Past due accounts, including late fees, will be turned over to a collection agency after 90 days.

**A credit card may be left on file as a form of secondary payment to avoid disruption in care and accumulation of late fees.**

|   |           |
|---|-----------|
| Credit Card Information (only charged with authorization upon late check/cash payment.) |           |
| NAME ON CARD:   |           |
| CC#:  | CVV:      |
| EXP DATE:   | ZIP CODE: |

I (we) understand the terms associated with each payment option. I (we) understand that this authorization will remain in full force and effect until I (we) notify Small Wonder that we wish to revoke this

